



City of Aberdeen
Department of Public Works
Snow and Ice Removal Policy and Procedures

MISSION STATEMENT

The objective for the Department of Public Works (DPW) is to remove snow and ice from the roadways as safely, quickly, efficiently and cost effectively as possible to restore normal traffic conditions and services to the residents of Aberdeen. It is our goal to obtain safe and drivable road conditions at the earliest practical time following the conclusion of a winter storm. Each and every storm is different, and this policy is used as a guideline to assist management in making well-informed consistent decisions for each event requiring snow and ice removal.

SNOW EMERGENCY DECLARATION

The City will follow Harford County's Emergency Operations Center declaration of a Snow Emergency. Snow Plow Priorities are 1) Emergency Roads, 2) Main Roads, and 3) Secondary Roads and Cul-De-Sacs. When a Snow Emergency declaration is in effect, all vehicles traveling on the roads must be equipped with snow or all-weather radial tires or chains. No parking is permitted along designated Snow Emergency Routes.

CITY MAINTAINED ROADS

DPW is responsible for snow and ice removal operations for all City public roads except the following excluded areas:

- State Highways such as I-95, Route 40, Route 22, Route 715.
- State roads such as Paradise Road, West Bel Air Avenue, portions of Beards Hill Road, portions of Route 7.
- Roads belonging to Aberdeen Proving Ground, such as APG Road.
- Private roads, driveways and parking lots and those covered under agreement by home owners associations.
- The following alleys/roads are not owned by the City:
 - Alley 2 from Roosevelt Avenue to Wilson Circle,
 - Alley 1 from Wilson Avenue to Alley 2 – 5 Roosevelt Avenue faces Alley 2 and access to parks,



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- Morgan Alley and Morgan Lane – behind Post Road accessed from Roosevelt Avenue,
- North Deen Alley and alley behind Center Deen Avenue,
- Alley behind 700 block of Custis Street – across from Ray Avenue (Brentwood Square), and
- Alley behind 773-759 Custis Street – backs to Holloway Lane (Brentwood Square).

SNOW PLOWING OPERATIONS

The following is a general description of Aberdeen's Department of Public Works Snow and Ice Removal Procedures. Each winter storm is different but in general, the department staff follows the methodology below for clearing streets.

1. The beginning of a winter storm
2. During a winter storm
3. Following the winter storm

Step One

When a winter storm begins, DPW staff responds by salting 1) Emergency Routes, 2) Main Roads, and 3) Secondary Roads and Cul-de-Sacs. Salting these roadways serves two main purposes: 1) prevents the snow from bonding and compacting to the pavement and 2) keeps traffic moving. During a freezing rain event, even our department's crews are unable to operate effectively. Crews may suspend operations until it becomes safe to operate vehicles. Determination to operate during a freezing rain event will depend on the surface pavement temperature and the ambient temperature and/or the change in precipitation so that traction can be gained by vehicles. DPW does not use chains on our tires and relies one hundred percent (100%) on salt to alleviate freezing rain and icing on the roads. Blowing snow and extreme wind chills can inhibit the effectiveness of the application of salt within the City.

Step Two

Plowing operations begin when at least two (2) to four (4) inches of snow accumulates on the ground. DPW has a small fleet of vehicles which are capable with plows and salt spreaders for use during a winter storm. This fleet consists of three (3) large dump trucks that

have the ability to plow & salt, four (4) 1.5-ton trucks with the ability to plow & salt, and four (4) pickups with plowing only capabilities. This provides the City with a capability of thirteen (13) general purpose vehicles to cover over seventy-three (73) miles of City owned roadways. Additionally, DPW has three (3) types of specialized equipment that could be used in limited capability (Backhoe, Loaders, and Snow Blowers) when needed.

The City is divided into four geographic areas with a Zone Foreman in charge of each section. Each Zone Foreman is responsible for a set number of vehicles and crews, as determined by the storm, to clear their geographic area. Each Zone Foreman reports to the Snow Foreman who oversees and directs removal operations for the entire Department and has the ability to shift resources from one zone to another. The main objective during the snow storm is to keep roadways passable. Depending on the severity, crews will attempt to maintain a single passable lane in each direction of travel throughout the entire storm. At the end of the storm, crews will begin to widen out all roads by pushing from center of the road to the curb and shoulders with their plows and salting. Residents should wait until the roads have been widened out before clearing the entrance of their driveways. Residents are advised that snow should not be shoveled or plowed "back into the street" from a resident's driveway. This creates a hazard to traffic and requires our crews to return to a location to clean it up. The Department is limited in manpower and equipment; this additional burden to clear a road again could inhibit our response for addressing an emergency in another location.

DPW staff are well trained and dedicated to plow "around the clock" if necessary keeping the roads open and passable. However, depending on the duration of the storm and staffing at the time, vehicles and personnel may not always be available. If a plow truck is riding with its plow up or not salting, please do not be misled. The truck may be returning to the maintenance shop for fuel, repairs, or going to a different area of the city. Additionally, it is expected that equipment and or vehicles will fail and be placed in "out of service" during a winter storm. The Department has two (2) vehicle maintenance personnel who are able to fix vehicle and equipment issues, but may be limited, depending on the severity of the break or ability to get the parts for repairs.

Depending on the severity of the storm, there may also be periods of time where staff will not be plowing and on break for mandatory rest breaks. DPW staff will not work more than sixteen (16) hours straight without a mandatory eight (8) hour break. DPW's Maintenance Section is solely responsible for operating all equipment with a workforce of up to twenty-two (22) personnel. DPW staff, when possible, will maintain a two-person team for each vehicle on the City road during a winter storm. Each storm and intended duration will be situational dependent.

Residents should not be concerned if they do not see their roadway plowed during the early or middle part of a snow storm. DPW staff follows assigned geographic areas where the emergency and main roads, including hills, are plowed first. Residents are advised to exercise patience and not assume that they will be able to resume normal driving operations immediately following a storm.

Step Three

Once the winter storm has passed and all roads are cleared of snow, salting operations will commence. Roads will be salted as needed to improve traction to melt the remaining snow and ice.

CUL-DE-SACS

Cul-de-sacs are more complex to plow. Therefore, we ask that homeowners on cul-de-sacs to park all vehicles in their driveways. A clear cul-de-sac will take approximately 15-20 minutes to plow versus 30-40 minutes for those blocked with cars. Cul-de-sacs are also more difficult to clear because of the limited space in the parkway to dump snow without burying driveways, mailboxes, street lights or fire hydrants. DPW does not deliberately pile all the snow on one yard. We recognize that we cannot always meet residents' expectations to have the snow piles in a nice and neat location within a neighborhood, but the mission of the Department is to ensure that ALL roads are open and passable. This is the main concern for our crews during a winter storm. DPW crews attempt to be mindful of where to place the snow as Cul-de-sacs do collect a higher amount of snow than a traditional road and have a limited space to dump.

PUBLIC SIDEWALKS

To make public sidewalks safe for pedestrians, the owner or occupant of property immediately adjacent to a public sidewalk is responsible for the removal of any snow or ice that accumulates on the sidewalk. Residents are required to clear snow from their sidewalk within the City on the same day of the cessation of any fall of snow, sleet or freezing rain or within the first eight hours of daylight of the cessation of any such fall, whichever period is longer (COA Code 250-13). Snow plows might create a blockage even after a driveway has been cleaned. In the event that removal of ice is impossible, the property owner or occupant is required to use sand, salt or other suitable substance to prevent the ice from being dangerous to the public (COA Code 250-14).

MAILBOX DAMAGE

DPW does not deliberately knock over or damage mailboxes. Most mailboxes are not damaged by the vehicle itself but by the snow that is thrown from the plow. At times, with the combination of reduced visibility and snow banks, it is not always possible for our drivers to see a mailbox in time to avoid it. Anything installed within the City's rights-of-way, i.e. mailbox, fence, is placed there at the owner's risk. Residents are encouraged to place mailboxes the maximum allowable distance from the pavement. DPW will make every attempt to repair mailboxes damaged during snow plowing operations. Mailboxes should be inspected regularly to ensure that they are secured properly and that the wood posts are not rotted out.

LAWN DAMAGE

The City will repair lawns and driveways damaged by City snowplows. As a rule, the City does not repair private improvements (fences, rock gardens, etc.) installed in the City's Rights-of-Way because the City prohibits placing these items in the right of way. Restoration of plow damage to lawns and blacktops generally are completed by April and May. Please contact us immediately if you suspect that your lawn or driveway was damaged and an assessment by City staff will be done. If confirmed that the damage was done by the DPW crews, your information will be placed into our work order system and scheduled for repairs/restoration at a later date.

BUSINESS/RESIDENTIAL RESPONSIBILITIES

Business Owners/Residents can assist the DPW during a winter storm by heeding these recommendations.

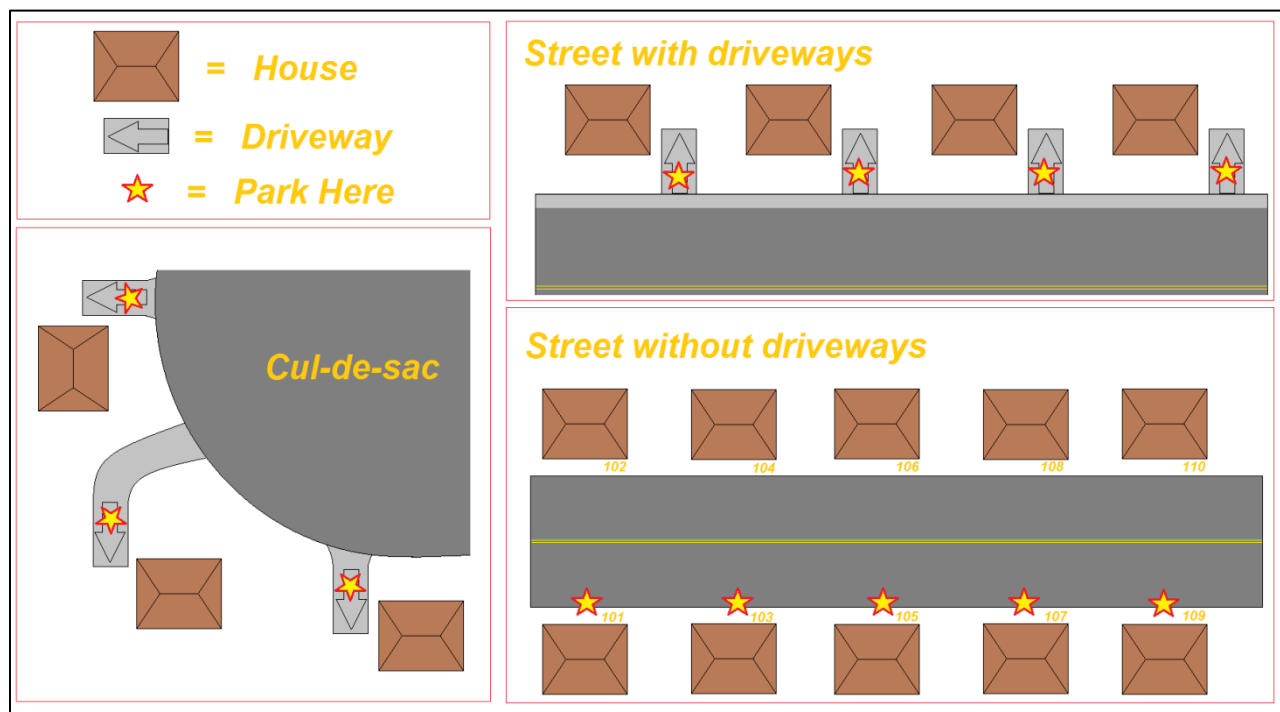
1. Reduce speed and drive cautiously. Keep headlights on at all times during a snow storm. Do not pass plows on the right and keep back at least fifty (50) feet from all snow plowing vehicles. The City will not compensate drivers for cracked windshields that are caused from flying debris from the salt or debris pushed to the side by plows.
2. Remain off the road during snowstorms unless absolutely necessary.
3. Do not allow children to make snow forts at the edge of the road.
4. Do not plow, blow, or throw snow back into the roadway.
5. Before final cleanup of a driveway, check the road. If it does not appear to be widened, a plow will return to the street to clear the road from curb to curb. This may push snow

back into the entrance of the driveway. Doing this might keep residents from clearing their driveways more than once.

6. During plowing operations some lawns will inadvertently be torn up. To help keep this from occurring, we recommend residents install reflectors at the edge of their lawn as a guide for our plow operators
7. Finally, please have patience. Snow plowing is a time consuming and arduous job covering approximately seventy-three (73) miles of city roads. Some residents will have their roads plowed first and some will be last, but all City roads will be cleared.

A winter suggestion for minimizing the amount of snow at the end of your driveway

Just as certain as the storms are, the certainty is that DPW staff will displease some property owners because we will be plowing a homeowner/tenants already cleared driveways full of snow again. This is an unfortunate side effect of plowing all streets in the City. All snow must be plowed to the curb and as a result driveways will be blocked with the snow from the plow. It is the property owner's responsibility to clear the snow from the bottom of the driveway. Please understand that the DPW cannot plow out the end of a driveway, nor can they plow private property.



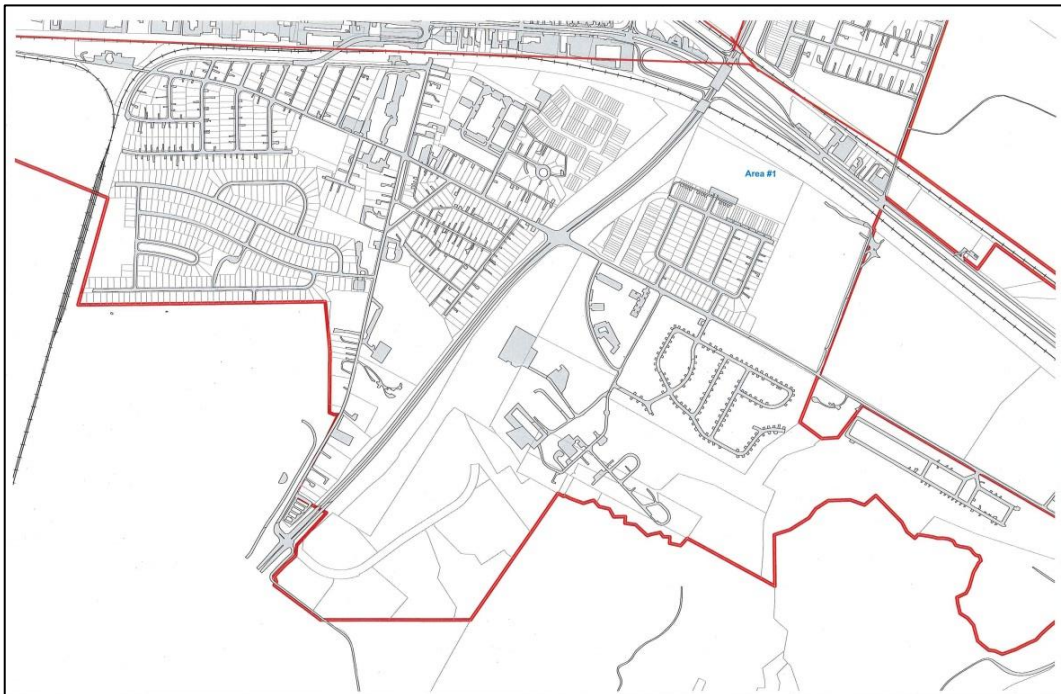
During a storm, our plowing operations must keep the pavement or traveled Rights-of-Way clear. After the storm and during the process to clear the pavement from curb to curb and “widen out” the road shoulders, conflicts appear with “DPW and driveways.” A plow can fill the opening of the driveway that has been cleared. We recognize this as discouraging and irritating, but with cooperation, this inconvenience can be minimized. The sketch on page 6 shows how a driveway can be initially cleared to reduce the possibility that after the plow passes residents will be snow-bound again. We suggest that residents clear their driveways in the manner suggested in the sketch.

If snow is shoveled in the direction of traffic and a pocket is made next to a driveway as shown, snow accumulation on the plow will drop into that pocket and only a bare minimum will go into the driveway opening.

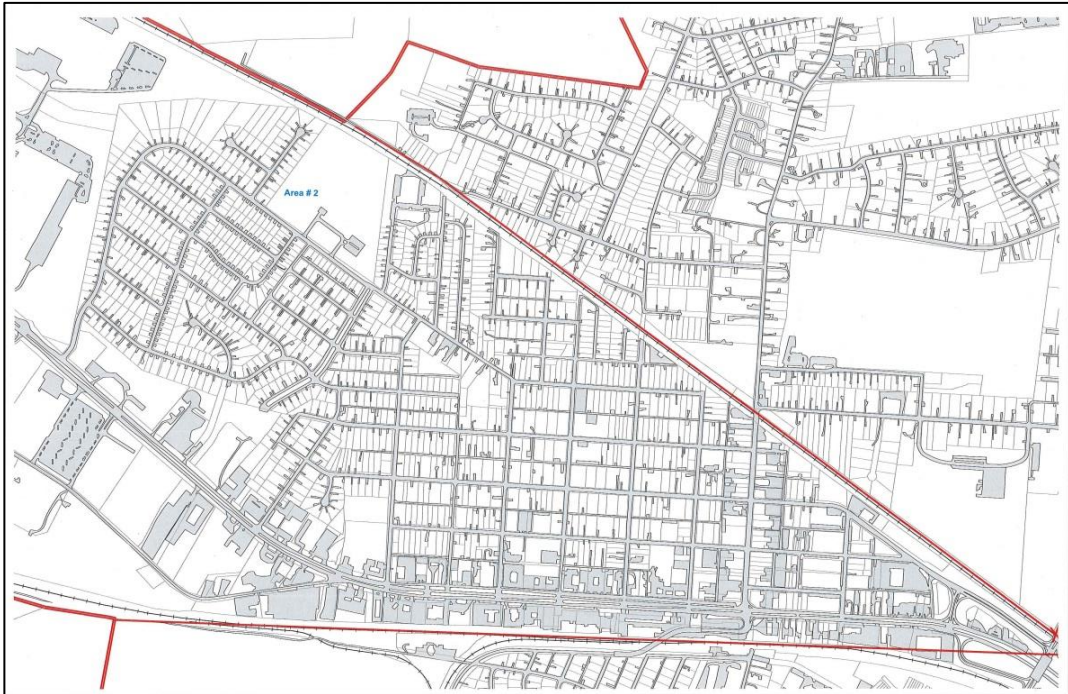
PLOWING ZONES

The Plowing Areas are as follows:

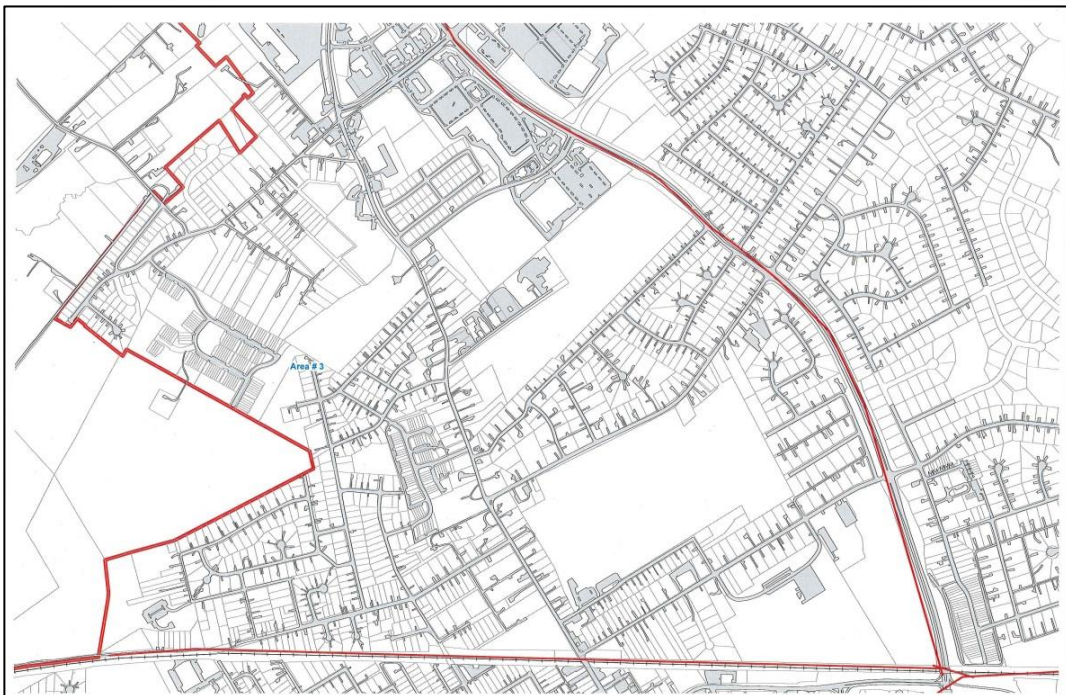
Area #1 includes: The East Side & Rock Glenn



Area #2 includes: The Middle or “Between the Tracks”



Area #3 includes: Baltimore St, Mt Royal and Graceford Areas



Area #4 includes: The Hills Area, Hillcrest, Farm Rd, Windemere, Twin Oaks, Royal Exchange, etc.



AVERAGE TIME TO CLEAR CITY ROADS

It is not the goal of the DPW to have all streets clear down to bare pavement. Our Department's snow plows use a rubber or non-metallic composite blade which prevent damage to manholes, inlets, valve boxes, and other items that are not flush with the pavement.

DPW's goal is to have the roads in a condition where traffic flows freely and the combination of salt and sun will dry down to the bare pavement.

- 0-6 Inches: It takes about 8 - 16 hours following the end of a 0 - 6 inch snowfall to plow and/or treat every road once.
- 6-12 Inches: After a 6 - 12 inch snowfall, expectations are to have all roads cleared within 24 - 36 hours. At that time, one (1) pass should be complete on all roads.
- 12-18 Inches: After a 12 - 18 inch snowfall, our crews will complete the work in about 35 - 40 hours.
- 18-24 Inches: After an 18 - 24 inch snowfall, expectations are to have made one (1) pass through all roads in 48 - 72 hours.



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CONCLUSION

The Department of Public Works is devoted to providing Aberdeen residents with dependable snow removal in the shortest time possible. With public cooperation, we will all benefit during a snowstorm. Please call 410-272-1600 for questions concerning the snow removal policy. We will try to assist residents in any way possible.

Kyle E. Torster, P.E.
Director of Public Works